



STATE OF MICHIGAN
BUREAU OF ELECTIONS
LANSING

Administering Michigan's Voter Identification Requirement
-- Election Day Procedures for Election Inspectors --

Revised: June 2013

By law (MCL 168.523), every Michigan voter who offers to vote at the polls must show picture identification or sign an affidavit attesting that he or she is not in possession of picture identification. A ballot cannot be issued to a voter unless the voter displays picture identification or signs the affidavit. Instructions for administering this requirement are provided below:

STEP ONE: ASK EVERY VOTER FOR PICTURE ID

- After the voter completes the Application to Vote form, check the QVF list and ask the voter to show his or her Michigan driver's license or Michigan personal identification card. Be sure to ask all voters for picture ID. This includes those voters you personally know as the equal treatment of all voters is important!
- If the voter states that he or she is not carrying a Michigan driver's license or a Michigan personal identification card, ask the voter if he or she can show another form of current picture identification. Any of the following are acceptable:
 - Driver's license or personal identification card issued by another state.
 - Federal or state government-issued photo identification.
 - U.S. passport.
 - Military identification card with photo.
 - Student identification with photo from a high school or an accredited institution of higher education.
 - Tribal identification card with photo.

STEP TWO: FOLLOW PROCEDURE A OR B BELOW AS APPROPRIATE

A. Procedure if voter shows an acceptable form of picture ID

- Check the photo and name appearing on the picture ID to verify the voter's identity. As a part of this check, confirm that the name appearing on the picture ID matches the name entered by the voter on the Application to Vote. The name appearing on the picture ID does not have to exactly match the name on the Application to Vote or the name on the QVF list. For example, commonly used abbreviated names are acceptable such as Bill for William, Kathy for Kathryn. Initials that are representative of the voter's first name are also acceptable.
- If you have no questions over the voter's identity, give a ballot to the voter.
- If the voter shows an acceptable form of picture ID and questions over the voter's identity remain, go to "SPECIAL PROCEDURE IF PICTURE ID LEAVES VOTER'S IDENTITY IN QUESTION" below.

B. Procedure if voter is not in possession of acceptable picture ID

- A voter who states that he or she 1) does not have acceptable picture ID or 2) did not bring acceptable picture ID to the polls must sign an *Affidavit of Voter Not in Possession of Picture Identification* before voting. Be sure to advise all voters who do not possess acceptable picture ID that they must sign the affidavit before voting. This includes those voters who you personally know as the equal treatment of all voters is important!
- It merits emphasis that the affidavit form can be used by 1) voters who do not have acceptable picture ID and 2) voters who have acceptable picture ID – but did not bring it to the polls.
- Any affidavit forms completed by voters must be returned to the clerk after the polls close. Follow the clerk's instructions for returning the forms. Be prepared to advise the clerk on the total number of voters who completed the affidavit form throughout the day.
- If the QVF list tells you that the voter must satisfy the federal identification requirement, go to "SPECIAL PROCEDURE IF VOTER IS SUBJECT TO THE FEDERAL IDENTIFICATION REQUIREMENT" below.

SPECIAL PROCEDURE IF PICTURE ID LEAVES VOTER'S IDENTITY IN QUESTION

- As a first step, consider the age of the photo and any explanations the voter may wish to offer (weight gain or loss, hair style or facial hair alterations, different eyeglass frames, etc.). If that resolves the matter, give a ballot to the voter. If questions over the voter's identity remain, ask to view any other acceptable forms of picture identification that the voter may be carrying. If this does not resolve the matter, give the voter a provisional ballot and contact the clerk.
- The provisional ballot must be preserved as an "envelope" ballot. The completion of the Four-Step Procedure Form is not necessary. (The completion of the Four-Step Procedure Form is only necessary in instances where a voter's name does not appear on the QVF list.)
- When preserving the provisional ballot as an "envelope" ballot, you must 1) check the ID requirement box on the outside of the provisional ballot security envelope 2) mark the outside of the provisional ballot security envelope with the words "Michigan voter identification requirement" and 3) give the voter the required provisional balloting notices.

SPECIAL PROCEDURE IF VOTER IS SUBJECT TO THE FEDERAL IDENTIFICATION REQUIREMENT

- If the QVF list tells you that the voter must satisfy the federal identification requirement, the voter must present one of the following documents before voting in the first election in which he or she wishes to participate: 1) an acceptable form of picture identification or 2) a paycheck, government check, utility bill, bank statement or a government document which lists the voter's name and address.
- Given the above, three situations could emerge when a voter is subject to the federal identification requirement:
 - **Voter displays picture identification:** Satisfies both the federal identification requirement and Michigan's voter identification requirement. Give the voter a ballot.
 - **Voter displays paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address:** Satisfies the federal identification requirement. Voter must display picture identification to satisfy Michigan's voter identification requirement. If voter does not possess picture identification, he or she must sign the affidavit form developed for voters who do not possess picture identification before voting. After the voter displays picture ID or signs the affidavit, give the voter a ballot.
 - **Voter does not possess picture identification and is unable to produce a paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address:** Voter must sign affidavit form developed for voters who do not possess picture identification before voting. As the voter is unable to satisfy the federal identification requirement, give the voter a provisional ballot. After the voter has completed the voting process, the provisional ballot must be secured as an "envelope" ballot. When preserving the provisional ballot as an "envelope" ballot you must: 1) check the ID requirement box on the

outside of the provisional ballot security envelope 2) mark the outside of the provisional ballot security envelope with the words “Federal voter identification requirement” and 3) give the voter the required provisional balloting notices. The completion of the Four-Step Procedure Form is not necessary. (The completion of the Four-Step Procedure Form is only necessary in instances where a voter’s name does not appear on the QVF list.)

ADDITIONAL IMPLEMENTATION POINTS

A number of important points to remember when administering Michigan’s voter identification requirement are provided below:

- A voter not in possession of picture ID who refuses to sign the affidavit form cannot vote and should be referred to the local clerk. This is the same procedure used for voters who refuse to complete an Application to Vote: no ballot is issued. Such a voter would not be eligible for a provisional ballot.
- A voter who claims to have picture ID but refuses to show it cannot vote and should be referred to the local clerk. The voter does not have the option of signing the affidavit form as the affidavit is designed for voters not in possession of picture identification. Such a voter would not be eligible for a provisional ballot.
- A picture ID that does not show the voter’s residential address is acceptable.
- A voter cannot be challenged just because he or she is not in possession of picture ID or did not bring picture ID to the polls and signs the affidavit in order to vote. Of course, as is the case with any voter, a voter who is unable to show picture ID can be challenged if a challenger or an election inspector has “good reason to believe” that the person is not qualified to vote in the precinct.
- As a challenger may challenge election procedures that are not being properly performed, a challenge may be made if an election inspector attempts to issue a ballot to a voter who has not shown picture ID or signed an affidavit. Also, a challenger may challenge the ballot of a voter if the challenger has “good reason to believe” the person is not properly registered. Consequently, a challenge may be issued if a voter provides picture ID with an address that is different than the address on the precinct’s QVF list.